

DEPARTMENT OF DEFENSE PERSONNEL / PAYROLL ADVISORY LETTER (PAL)

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INTRODUCTION

The Personnel / Payroll Advisory Letter (PAL) has been established to (1) ensure users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling, (2) ensure consistency in processes between the personnel and payroll systems throughout Department of Defense (DoD), (3) ensure that only workarounds that have been approved for use are provided to users, and (4) encourage communication of problems and issues through appropriate channels with results being coordinated and documented. The document has been divided into sections to allow for quick reference to the specific topic being sought. In addition, a by subject matter index is provided with one click links to the topic.

Each issuance will reflect all known problems and deficiencies with both versions of DCPDS and DCPS, being repeated as necessary from one issuance to the next. Items that have been resolved either through change to the systems or modification in policy or practices will be reflected as a RESOLVED item in the next issuance following resolution. Resolved items will appear one time only.

The advisory differentiates between system problems and system deficiencies. System problems are those items that result from a break in the system that previously worked and that has been documented as an official problem report for change of system process. Official Workaround documents will be issued and tracked for problem conditions. Deficiencies are those conditions that can, if not properly attended, cause undesired or inappropriate result in the employee record or pay. Deficiencies will be accompanied by processing guidance that will minimize the chance of errors.

The intent is not to impact component business practices by the workarounds or processing guidance, however, we encourage consistency in application of the processes and instructions throughout the Department. Comments and concerns should be addressed through component representatives to the Civilian Personnel Management Service (CPMS) OPR for Personnel / Payroll Interface.

TABLE OF CONTENTS

Section I: DCPDS KNOWN INTERFACE DEFICIENCIES / PROBLEMS

- A. OPEN Problems / Deficiencies**
 - 1. System Problems.....3**
 - 2. System Deficiencies.....4**
- B. RESOLVED Problems / Deficiencies Since Last Issuance.....6**

Section II: DCPS KNOWN INTERFACE DEFICIENCIES / PROBLEMS

- A. OPEN Problems / Deficiencies13**
- B. RESOLVED Problems / Deficiencies Since Last Issuance.....22**

Section III: SPECIAL INTERFACE ITEMS AND INFORMATION

- A. DCPS Invalid Rejects to Personnel.....23**
- B. DCPDS Processing Guidance For Special Situations.....26**
- C. Processing Reminders and Items of Interest34**

Section IV: HARD COPY DOCUMENTATION REQUIRED BY PAYROLL OFFICES

- A. Standard Form 50.....35**
- B. Other Documents36**

Section V: ADDITIONAL INFORMATION

- A. Standard Operating Procedure for Manual Workaround Request/Approval....37**
- B. Individual Workaround Requests.40**
- C. Procedures for Using DFAS Standard Cover Form.....40**
- D. New Payroll Sequence Validation Procedures**
- E. Personnel Pay Application Data (PAD)
.....42**
- F. Payroll Regeneration Guidance.....43**
- G. Life of a Personnel Action44**

.....46

Table of Contents and Index entries are links to the area or topic. Simply click on the Table of Contents item or index page number and the link will take you directly to the item.

Section I: DCPDS KNOWN INTERFACE DEFICIENCIES / PROBLEMS

A. OPEN Problems / Deficiencies

System Problems:

1. **NOA 292 (Return to Duty)** . When an employee is returning from Leave Without Pay (LWOP), personnel is unable to process NOA 292 (Return to Duty) in DCPDS, if the employee has had an intervening action. The error message received is: APP-PAY-07949 An assignment status type with a system status of ACTIVE ASSIGN must be specified.

WORKAROUND: There is no systematic process that will accomplish the action properly. HR user will prepare a pseudo SF-50 to document the return to duty (NOA 292) and fax the document to the servicing payroll center. Payroll technicians will manually enter the affected data fields to ensure the employee is returned to duty and paid correctly.

Official Workaround: 03-0016
LM Remedy Number: 14947

2. **TSP CATCH-UP.** P.L. 107-304 allows employees to contribute to “TSP Catch Up” any time during the year in which they are 50 or older. Employees who are 49 in the current year may elect to enroll in TSP Catch Up for contributions to begin in the following year during which they will be 50. Current DCPDS code will not allow enrollments with effective dates of 12/14/2003 or 12/28/2003 until the employee turns 50.

WORKAROUND: There is no systemic process that will accomplish the action properly. HR user will fax the TSP Catch Up Document to the servicing payroll center. Payroll technicians will manually enter the affected data fields to ensure TSP Catch Up Contributions begin as they should.

Official Workaround: 03-0018
LM Remedy Number: 15439

2. System Deficiencies:

1. Foreign Transfer Allowance (FTA). FTA was previously identified as an entitlement that could be authorized through the 5EN process. The capability that was provided in the personnel system allows for input of a single dollar amount and is not available for all of DoD agencies' use. FTA is to be authorized in three different categories of payment defined by the DSSR, and cannot be properly supported through existing interface processes by either personnel or payroll.

WORKAROUND: FTA authorization must be submitted to the servicing payroll center in hard copy. Personnel office will ensure accurate preparation of SF-1190 and worksheet DSSR 240 for submission to the servicing payroll center. The payroll center will accept the SF-1190 and manually affect the payment as appropriate.

(This workaround will remain in effect until the processes are developed and implemented in both DCPDS and DCPS).

Official Workaround Document: 01-0006

DCPS SCR X7711: Placeholder – Ranked #72

CPMS SCR 03-9912-DoD: Target Implementation Date: May 04

2. Post-D2D Transaction Cancellation. Personnel actions that are processed to the old payroll office and cancelled to the new payroll office following DCPS to DCPDS moves are writing the cancellation action to the OLD payroll office. There is no systematic resolution to this problem at the present. The problem only impacts those records that were modified by the D2D SQL Script developed to support the DFAS effort to realign servicing payroll offices.

WORKAROUND: Process the cancellation action through the normal DCPDS processes. Immediately following the update, navigate to the Pay500 and verify the payroll office to which the cancellation action wrote. If it was written to the old payroll office, navigate to Payroll Regeneration and reflow the action to the NEW payroll office. No other action is required. THIS WORKAROUND APPLIES ONLY TO THOSE ACTIONS THAT ARE CANCELLED FOLLOWING EXECUTION OF THE D2D SCRIPT TO ACCOMPLISH MASS CHANGE OF PAYROLL OFFICE ID.

Official Workaround Document: 01-0016

3. Appointment Action Effective Date Correction{ XE "Correction / Cancellation:Appointment Action NOA or Effective Date Correction" }. DCPDS design does not support correction of effective dates as these are control fields for many in-system data elements and processes. If an appointment action is input to DCPDS with erroneous effective date the action will have to be cancelled in DCPDS. The cancellation will not process at DCPS, but will be written to the payroll invalid report to allow for appropriate manual intervention. This procedure was established to avoid the inappropriate inactivation of a record for pay purposes when the action is to be put in again with corrected information.

PROCESSING GUIDANCE: If the employee is not being appointed and the DCPS record should be inactivated, please notify the payroll technician and provide a copy of the appointment and cancellation SF-50s. If the employee will be appointed with a new

transaction, please ensure the action is input with the new information immediately following the cancellation. Coordination with the payroll technician will ensure the appropriate action is taken by the payroll office staff.

PAYROLL WORKAROUND: If the cancellation to an accession is received, contact the personnel office to verify if it is a true cancellation or if just a change to the effective date and/or NOAC before taking any action. If a change to effective date, then change the new hire date effective through the employee update program. DO NOT USE SEPARATION CODE 95.

B. RESOLVED Problems / Deficiencies Since Last Issuance

1. Award Actions. Modern DCPDS does not currently support processing **Award Actions** for **separated employees**{ XE "Award Actions for separated employees" } when the effective date of the award is after the effective date of separation.

WORKAROUND:

If the employee was separated in modern DCPDS:

1. Signed in as US Federal HR Manager, go to Payroll Regeneration and select the employee's separation action from the list of transactions.
2. Modify the NOA and Effective Date to reflect the appropriate values for the award. Input the award amount (whole dollars only) to the award amount field. Verify that the Payroll Gain/Loss Flag is spaces. Save the transaction and exit regeneration (do not save the action a second time).
3. Using the PSEUDO SF-50 capability, prepare the appropriate documentation for the award.

Official Workaround Document: 00-0013

LM Remedy Number: 948 transferred to Test Director 8577

Fixed 15 Jul 2003, 11i March Oracle Patch

2. DoD Correction Process. The DoD correction process does not currently allow for flow of corrections to DCPS in a skeletonized format. The full 500 character interface format is being written for each DoD correction. The information reflected is based on the effective date of the action being taken. The problem arises when Date-Earliest-NOA-Effective date is included in the transaction, as is typically done when correcting things such as SCD. The change then applies to more than just the action being corrected. Because the full 500 characters of data is being written, payroll system will apply ALL of the update attributes, including salary, back to the date identified in Date Earliest-NOA Effective.

WORKAROUND: The use of Date Earliest-NOA Effective date must be discontinued immediately with DoD correction. In order to properly flow the information to payroll, a separate correction will have to be processed for each NPA to which the change is to be applied. This method is the only way to get the necessary changes to payroll and still flow information that is appropriate for the specific effective date.

Official Workaround: 02-0004

LM Remedy Number: 5565

Fixed 9 Mar 2003, Patch 46

3. Termination of Retained Grade (NOA 866) is not processing for those employees retaining GS or equivalent annual rates and assigned to FWS or equivalent positions with PH pay basis. The system is miscalculating prior basic pay for CPDF Edit 530.07.2 and rejecting the transaction. The inability to accomplish these actions means that the Pay Rate Determinant cannot be changed to properly reflect Pay Retention entitlement and the salary continues to be reflected in the basis applicable to the expired grade retention entry. In some instances the

amount of pay authorized will be affected if the retained salary exceeds 150% of the scheduled basic rate.

This problem does not impact records with retained pay basis of PH going to pay basis PA. The workaround is to be applied only to those meeting the conditions of the identified problem.

WORKAROUND: There is NO systemic process that will accomplish the action appropriately. HR user will prepare a pseudo SF-50 to document the change in salary, pay basis, and pay rate determinant and FAX the action to the servicing payroll center. Payroll technicians will manually enter the affected data fields to ensure the employee is paid correctly.

Official Workaround: 02-0005

LM Remedy Number: 5977 transferred to Test Director 8605

Fixed 13 Mar 2003, 11i

4. WGI for GM on Special Salary Rate pay tables are not being generated. The process log for program "SUSP:WGI calls: " will reflect the following message identifying the affected records by Employee Number (not SSN): "ORA-20001: Err - LOCAL SAL LOOKUP: Person id: 11913 Assignment id: 11913".

WORKAROUND: Review the process log to identify the affected records to obtain the "Person_ID". Then using the procedures provided in the attached **Error!**

Reference source not found., obtain the identification of the person. Manually accomplish the action by processing a Salary Change RPA NOA using the NOA 891 as of the appropriate WGI pay date. The creation of the RPA does accomplish correct salary calculation for completion of the WGI action.

Official Workaround: 02-0009

LM Remedy Number: 7923

Fixed 16 Jul 2003, 11i

5. Pay500 Formats for Cuba Local National Records. The formats reflect erroneous zero values in positions 203-205, 295-301, and 346-348. In addition, the value being written for Pay Table Identifier is not being properly cross-walked to "0000". Missing from the format is the annuitant Indicator required by payroll edits. All of these fields are identified on payroll rejects as invalid values or required fields not entered.

WORKAROUND: Using the CIVDOD Payroll Regeneration Responsibility, user must modify each PAY500 format to resolve the erroneous or missing values and save the screen to accomplish the regeneration of a valid PAY500 format. Faxed SF-50s for manual input by payroll are not authorized for this problem.

Official Workaround: 02-0011

LM Remedy Number: 6858/8059

Fixed 6 Sep 2002

6. Retention Allowance transactions (NOA 810) for Federal Wage System (FWS) employees is writing to the PAY500 format with a decimal in the 3rd position of the 5 character field. The transaction subsequently rejects back to personnel from DCPS with the erroneous data field identified as Retention Allowance and Reason for Error 9000, Invalid value in Field(s).

WORKAROUND: Payroll Regeneration capability must be used to resolve the erroneous transaction and flow it back to DFAS. Please followup the initial NOA 810 transaction with regeneration of the PAY500 modifying the Retention Allowance amount to remove the erroneous decimal. The value will be entered, for example, as 00385 for an authorized value of \$3.85.

Official Workaround: 02-0013
LM Remedy Number: 10059
Fixed 23 Mar 2003, Patch 47

7. Cuba LN Pay500 Format Errors Reissue. DCPDS produces incomplete/erroneous Pay500 formats for Local National Records in Cuba. This problem affects ONLY Navy records as they are the only Local National employees paid by DCPS. Several of the data fields required in the PAY500 are not applicable to LN records and do not exist in that record type in DCPDS. Requirements were submitted to default the values to the PAY500 format for non-applicable data fields. Corrective action has been defined for Remedy 9925.

WORKAROUND: Payroll regeneration will be required for each PAY500 format produced for Cuba LN records until both the CRT requirements and Remedy ticket resolution are fielded.

Official Workaround: 02-0014
LM Remedy Number: 9925
Fixed 15 Dec 2002, Patch 41

8. Return to Duty with CAO: The processes developed for DCPDS to support Change in Appointing Office (CAO) transactions does not support "Dual Action" processing. The ability to process the CAO gain as well as NOA 292, Return to Duty, can not be accomplished in a single action. THIS PROCESS AFFECTS ONLY THOSE CAO ACTIONS WHERE THE PAYROLL OFFICE REMAINS THE SAME. The following workaround is provided to ensure both transactions are documented to the employee records as well as to the payroll system for reactivation of the employee.

WORKAROUND: THIS PROCESS IS TO BE ACCOMPLISHED ON THE GAINING REGION

Step 1. Using the CIVDOD Payroll Regeneration responsibility and select the CAO transaction for the employee requiring Return to Duty action.

Step 2. Change the NOA to 292, verify that the Payroll Gain/Loss flag is spaces, save the transaction and exit regeneration.

Step 3. Prepare a RTD Notification of Personnel Action using the Pseudo SF-50 capability to document the employee's official personnel folder.

No manual intervention should be required by the payroll office.

Official Workaround: 02-0016
LM Remedy Number/CRT # 02-1230-ARM
Fixed Jun 2003, Patch W1.8

9. Erroneous CPDF Edit 650.86.3. An erroneous CPDF edit, 650.86.3 in the Oracle FED system that supports DoD causes failure of actions for employees on special rate schedules whose salary is at a maximum amount for the grade. Attempt to process any personnel action against these records fails. The problem impacts a very small number of records.

WORKAROUND: Personnel action that would normally flow to payroll must be documented on a pseudo SF-50. Fax the action to payroll and provide notification to the payroll office via their Remedy system. After the fix is provided, process each action in DCPDS which will provide the appropriate interface action after the fact. Payroll will manually enter the pay affecting changes to ensure employee's are properly paid.

Official Workaround: 03-0003
Remedy 14219
Fixed 21 Dec 2003, Patch 51.9

10. NOA 894 on Demo Project Records with Retention Allowance. When processing NOA 894 , Pay Adjustment, for Demonstration Project employees, DCPDS does not recompute "Other Pay" ; therefore, this field along with "Total Salary" is incorrect on the Request for Personnel Action (RPA). In addition the "Other Pay" fields are not available for manual update in the 894 Request for Personnel Action (RPA). When the 894 RPA is created manually for employees receiving "Other Pay"; the action will update to HR; however, since the Other Pay is not recomputed and cannot be updated, both "Other Pay" and "Total Salary" are incorrect. Actions created by various Demonstration Project mass processes will reject and be routed to the default Groupbox.

WORKAROUND: Personnel should first manually process an NOA 810, Change in Allowance/Differential to take the employee off of "Other Pay". Note: The effective date of this transaction must be one day prior to the effective date of the pay adjustment (894). The process the 894 , Pay Adjustment action. Finally process another 810 transaction update the appropriate "Other Pay" field to the new amount.

Official Workaround: 03-0004
LM Remedy Number: 15308
7 Dec 2003, Patch 51.6

11. SL/ST Prior Salary Edit Error: SOME of the pay adjustment transactions for employees in SL / ST pay plans are failing in DCPDS with CPDF Edit 570.70.2 indicating that the prior salary is not within the range of the CPDF edit table. It is suspected that the edit is being raised because the element storage date for the salary is earlier than the authorizing pay

table causing the edit to validate against the wrong table. The problem will occur primarily on those employees that are at the high end of the salary range

WORKAROUND: PERSONNEL: (1) Provide affected record identification in the DCPDS remedy ticket (11909). (2) Prepare Pseudo SF-50 documenting the pay adjustment action. (3) FAX the SF-50 to payroll and provide the appropriate notification through payroll office Remedy.

PAYROLL: Manually enter the Pay Adjustment action to allow for timely payment to employee.

Official Workaround: 03-0006

LM Remedy Number: 11909 transferred to Test Director 8799

Fixed 25 Jun 2003, Patch W1.10

12. CAO Pre-Cancellation Routine. The CAO/Transfer Interagency process was changed to create a pseudo assignment for employee records. The system sets the employee's hire date on a CAO/IT action equivalent to the employee's SCD date. The change was made to facilitate the Reconstruction process for CAO or Interagency Transfer actions. When using the CAO-Pre-Cancellation routine, the system is setting the effective date of the cancellation action to the employee's SCD date, versus the true effective date of the CAO/It action. For example, an employee is picked up via T702 effective 4/24/2003. The employee's SCD date is 4/14/02. The T702 action is processed 4/24/03. The personnel office then finds a need to cancel the T702. When the 001 Cancellation RPA is created, the system is automatically populating the effective date on the 001 Cancellation RPA with the SCD date which is incorrect. There is nothing the user can do to correct the date on the RPA. The cancellation pay500 is also being produced with the SCD date as the NOA effective date and is missing most of the information needed to properly pass payroll's business edits. Failure to follow the workaround below will result in overpayment/indebtedness to the employee since payroll cannot process the cancellation action with the minimal and incorrect data being flowed on the 001 pay500.

WORKAROUND: Immediately following the completion of the NOA 001 to the CAO/IT action, the user must use the Regeneration responsibility to retrieve the CAO/IT transaction and change the following fields accordingly.

Nature of Action Code	Change to 001
Corrected NOA Code	Change to the NOA code that was used in the CAO/IT action.

Once the change has been saved, the pay500 will be produced that reflects the values payroll needs to properly drop the action. User should wait a couple of days and check DCPS using view access to ensure the action has posted properly at payroll.

Official Workaround: 03-0009

Test Director 9073

Fixed 24 Jul 2003, Patch W1.12

13. Retro Action after Change in Work Schedule/Hours. A problem exists in DCPDS that is causing a Return To Personnel (Paynew). When a retro action is processed after the employee had a change in Work Schedule or Change in Hours, the pay500 for the retro action is pulling the current work schedule and or hours, not the work schedule and or hours from the effective date of the retro transaction. The RPA/NPA reflects the correct work schedule and bi-weekly hours, but the pay500 for the NOA 781 reflects the part time work schedule and hours not the full time work schedule and hours.

WORKAROUND: Personnel must execute payroll regeneration to the retro action in order to flow the correct work schedule and or hours.

Official Workaround: 03-0010
Test Director 8909
Fixed 30 Jun 2003, Patch W1.8

14. Can't Temporary Promote Above Retained Grade. When attempting to promote an employee above their retained grade, the system will not allow the action to update to HR. The action should process without having to change the step (step should remain 00). When the system recalculates the salaries it is recalculating the salary based on the retained grade information which is incorrect. In an effort to get around the miscalculation of the salaries, the temp promotion "step" was entered in block 19 on the RPA. Upon update to HR the following error message is produced: APP-GHR-37186:CPDF Edit #700.02.3.

WORKAROUND: Personnel should prepare a pseudo SF-50 and fax to payroll. There will be no record of the temporary promotion in Modern DCPDS until this problem is fixed. Payroll must manually enter the promotion action.

Official Workaround: 03-0011
Remedy 14161
Fixed 5 Dec 2003, Patch 51.6

15. Imminent Danger Pay NOAC in Error. Implementation of DCPDS changes to reflect Imminent Danger Pay as a one-time payment has resulted in failure of pay500 transactions at DCPS. The transactions fail at DCPS because of the NOAC flowing as 5EC. DFAS is actually expecting a 5EN – a miscommunication in requirements caused the problem. Another Systems Change Request (SCR) was created to correct the problem in DCPDS.

WORKAROUND: Personnel must regenerate new authorizations of Imminent Danger Pay replacing the NOA 5EC with NOA 5EN. The Payroll Regeneration process may be accomplished immediately following update of the element update. The 5EC transaction will reject, those payroll reject notifications may be ignored when the regeneration has already been completed.

Official Workaround: 03-0012
CRT-03-7497-DoD
Fixed 30 Jun 2003, Patch W1.10

16. Retention Allowance for FWS. Retention Allowance for FWS employees is a bi-weekly payment that is authorized as a percentage of salary, not to exceed 25% of basic pay and subject to discretionary salary cap at Executive Level I. This allowance is processed in the Other Pay RPA family with NOA 810 and authority code VPG. When the “Other Pay” field is selected on page 2 of the RPA, a DDF is available for input of the retention allowance amount. This amount must be reflected as an hourly rate. Upon update to HR, the following error message is produced: APP-GHR 38585: Warning: The Retention Allowance and Other Pay amounts have been recalculated due to the Total Pay exceeding the Total Pay Cap limit. Please review the Retention Allowance and Other Pay amounts.

WORKAROUND: There is no systematic process that will accomplish this action properly. HR user will prepare a pseudo SF-50 to document the change in retention allowance and fax the action to the servicing payroll center. The user should also prepare and fax a pseudo SF-50 for subsequent unrelated actions that cannot be updated to HR because of the inability to enter Retention Allowance for FWS records. The fax should include the workaround number “FWD IAW workaround NR 02-0013. Payroll technicians will manually enter the affected data fields to ensure the employee is paid correctly.

Official Workaround: 03-0013
LM Remedy Number: 14212
Fixed 21-Dec-2003, Patch 51.9

17. Separation/Retirement Action with NOA 825. When process a separation/retirement action with NOA 825, the separation incentive is flowing both transaction to DCPS without the Drawdown Action Indicator. Payroll system requires the value on the NOA 825 transaction resulting in that part time action rejecting back to HR.

WORKAROUND: Personnel must regenerate the NOA 825 action with the appropriate value in Drawdown Action Indicator. It is very important that the regeneration be accomplished the same day as the separation/retirement action.

Official Workaround: 03-0014
Remedy 14460
Fixed 26 Sep 2003, Patch 50.13.5

18. Appointments/Conversions/7## Actions for Employees on Grade Retention.

When processing a 1##, 5## or 7## action that places an employee on grade retention as of the effective date of the action, the system produces the following erroneous error message upon update to HR: “The mandatory PEI_Information (also know as Date From) has not been assigned a value.

WORKAROUND: Even though the user enters the missing data in the Person Extra Information area, the personnel system is not recognizing that the data is present. There is no systematic process that will accomplish the action properly. Personnel must prepare a pseudo SF-50 to document the action and fax the action to the servicing payroll center. Payroll technicians will manually enter the action to ensure the employee is paid correctly.

Official Workaround: 03-0015
Remedy 13979, Fixed 29 Oct 2003, Patch 50.17

Section II: DCPS KNOWN INTERFACE DEFICIENCIES / PROBLEMS

A. OPEN Problems / Deficiencies

1. Annual Leave & Home Leave Usage for Pay Plan TP{ XE "Annual Leave & Home Leave Usage for Pay Plan TP" }. DCPS does not recognize grandfathered annual and home leave for educators/administrators who changed from GS pay plan to TP pay plan.

WORKAROUND: Timekeepers must manually track annual and home leave usage. Customer Service Representatives should notify pay technicians of usage and have the pay technician manually adjust the leave balances.

DCPS SCR #: X6189

2. Auto Roll Part 2 – NOAC's 001, 002 and 5ED{ XE "Auto Roll Part 2 – NOAC's 001, 002 and 5ED" }. Auto Roll Part 1, DCPS release 01-1, implemented processing 'late original' actions through to on subsequent records as applicable. Auto Roll Part 2 will include processing to roll through the following types of actions received on the interface which were not included in Auto Roll Part 1: Corrections (002), Cancellations (001) and Entitlement Terminations (5ED).

WORKAROUND:

PAYROLL: The pay technician will need to manually intervene to roll the changes forward through the current date.

PERSONNEL: Send the required documentation to the payroll technician.

DCPS SCR #: X7039

3. Date Last Equivalent Increase/Reverse Interface{ XE "Date Last Equivalent Increase/Reverse Interface" }. Since Date Last Equivalent Increase is not applicable to all employees, it is not a required data element. If the field is left blank it will not reject at payroll. This field is used to start the flow of Leave Without Pay Hours back to personnel, and could cause an erroneous Within Grade Increase to be generated if non-pay hours are not properly accumulated..

WORKAROUND: The payroll technician needs to enter the Date of Last Increase when appropriate.

DCPS SCR #: X5052

4. Delete Foreign Entitlements{ XE "Foreign Allowances:Delete Foreign Entitlements" } DCPS does not send a reverse interface transaction to DCPDS to delete certain entitlements when Department of State changes the authorized percentage to zero. Thus causing personnel to manually input a deletion to foreign entitlements on each affected employee.

WORKAROUND: Post Differential and Danger Pay should be terminated in DCPDS when authorized percentage is changed to zero by Department of State. Post Allowance authorizations must remain in DCPDS as percentages fluctuate frequently. The payroll system will properly apply the percentage variations as appropriate.

DCPS SCR #: X5414

5. DoDEA Transactions & Supplemental Status{ XE "DoDEA Transactions & Supplemental Status" }. Allow DoDEA transactions to process regardless of supplemental status in DCPS. Transactions flowed on the interface are being rejected if the effective date is during non-pay status due to a DCPS edit.

WORKAROUND: Manual intervention is required by payroll. The pay technician must return the educators to a pay status and then place them back in a non-pay status once actions processed in DCPS. No SF50 is required.

DCPS SCR #: X6421

6. Leave Ceiling on Overseas Employees{ XE "Leave Ceiling on Overseas Employees" }. When a Home Leave authorization is input into DCPDS, DCPS is not automatically adjusting the employees leave ceiling to 360 hours.

WORKAROUND: Manual intervention is required by payroll to adjust the leave ceiling to 360 hours.

DCPS SCR #: X6142

7. LQA/TQSA Overlap{ XE "Foreign Allowances:LQA/TQSA Overlap" }. Effective June 21, 1999, the DSSR was changed to allow agencies to permit simultaneous payment of both Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA) for up to five days after vacating residence quarters when heavy cleaning is required by the real estate agent and/or the lessor. The DoD Civilian Personnel Management Service further delegated that authority in a Memorandum date July 18, 1999.

WORKAROUND: Manual intervention is required by payroll. Provide a copy of the SF 1190.

DCPS SCR #: X7130

8. Lump Sum Entitlements{ XE "Lump Sum Entitlements" }. Currently, separating employees with a lump sum entitlement that covers a period affected by a pay raise do not have lump sum entitlements calculated with the new pay rate.

WORKAROUND: The payroll technician must use the new pay tables to calculate the rate for employees with salaries not on the pay table (i.e. GM, Retained Grade/Pay). The pay technician must contact personnel for new rate of pay.

DCPS SCR #: X6800

9. Master Employee Record (MER){ XE "Master Employee Record (MER)" } data in DCPS is not reset based on a personnel rehire transaction from DCPDS. Currently, if an employee separates and is rehired, DCPS is not overlaying the employees MER with the new data. DCPS leaves the separated information on the MER. Example: If the name has changed from the time the employee separated to the time the employee is rehired on the same payroll data base, the old name will remain.

WORKAROUND: The payroll technician will need to manually input the action. They may need a copy of the SF50.

DCPS SCR #: X5275

10. NOA 5EN/5EC/5ED on Permanent & Temporary Supplementals{ XE "Foreign Allowances:NOA 5EN/5EC/5ED on Permanent & Temporary Supplementals" }. If a temporary assignment is in effect in DCPS when a 5EN/5EC/5ED is processed, the entitlement will only be applied to the "T" supplemental. Once the Temporary Assignment expires, the entitlement is no longer paid because the system no longer considers the "T" supplemental in effect for pay purposes.

WORKAROUND: The pay technician will need to manually update the new entitlement, change the existing entitlement or delete the entitlement on the permanent record when the employee is still on a "T" supplemental.

**DCPS SCR: X6841 - Cancelled
Replaced by X7039**

11. Pay Changes on Educators in non-pay status{ XE "Pay Changes on Educators in non-pay status" }. Educators who are currently in LWOP status are receiving pay adjustments which could cause an over payment of salary.

WORKAROUND: Pay technicians must manually audit pay records for educators to determine if the educator was overpaid due to 190 or 222 rate difference.

DCPS SCR #: X5889

12. Post Allowance for Principals/12 Month Educators during Leap Year{ XE "Foreign Allowances:Post Allowance for Principals/12 Month Educators during Leap Year" }. Currently, DCPS determines the division factor for Post Allowance for Principals/12 Month educators the same as regular employees using calendar year (1 JAN – 31 DEC) instead of based on a School Year (1 AUG – 31 JUL). During leap years the division factor is set at 366 in January. Since these employees are paid on a School Year basis this will create an incorrect calculation during Leap Years. The 366 division factor should begin for these employees 1 AUG 1999 and continue until 31 JUL 2000. Beginning 1 AUG 2000 the division factor should return to 365.

WORKAROUND: Pay technicians must manually monitor post allowance for principals/12 month educators each pay period to ensure post allowance is paid correctly. No SF50 is required.

DCPS SCR#: X6706

13. Pseudo Social Security Numbers{ XE "Pseudo Social Security Numbers" }. Currently DCPS & DCPDS can not accept more than one position of employment under a single SSN. Example: An employee has two part-time positions, one at Army and one at DoDEA.

WORKAROUND: The agency that hires the employee first should use the real SSN. The second agency should hire the employee under a pseudo SSN.

DCPS SCR #: X7083

14. DCPS Terminating Entitlements{ XE "Foreign Allowances:PTI 5ED (Terminating Entitlements)" }. When a Foreign Entitlement is terminated, DCPS is erroneously terminating the entitlement one day early. DCPS terminates entitlements at the beginning of the day, instead of at the close of business. This does not include those entitlements that are automatically terminated when a loss transaction flows from a losing personnel office.

WORKAROUND: The effective date of the Termination of entitlement should be input as one day greater than the true termination effective date.

DCPS SCR #: X6826

15. Reemployed Annuitants (Offset).{ XE "Reemployed Annuitants (Offset)." } Employees that retire under another Agency retirement system and are hired by a Defense Agency are “reemployed annuitants” and are subject to “offset”. DCPS does not allow an annuity amount to be entered on employees with an annuitant indicator of 9 and retirement code of 4.

WORKAROUND: There is nothing the payroll technician can do to input this action. The payroll technician must contact the DCPS Customer Support office.

DCPS SCR #: X5200

16. Separations with Temporary “T” Supplementals{ XE "Separations with Temporary \“T” Supplementals" }. When processing a Separation transaction, DCPS date ends any “T” supplemental in affect at the time of Separation one day prior to the effective date of the Separation. This causes the employee to be paid using the “P” supplemental on the date of separation rather than the “T”. This affects employees whose pay rate is different on the “P” and “T” supplemental records. Also, it will affect accounting if the Activity or Organization is different on the “P” and “T” supplemental records.

WORKAROUND: Notify the payroll technician to manually intervene to adjust the employees rate of pay. No SF50 is required.

DCPS SCR #: X6867

17. Suspensions Not Served Consecutively{ XE "Suspensions Not Served Consecutively" }. When a suspension is not imposed on consecutive workdays, the suspension must be input manually by the payroll office. The only way the payroll technician knows to break out the workdays of the suspension is from the annotated SF50 remarks. Since DCPDS does not send remark information automatically to DCPS, the suspension SF50 must be sent to the payroll office. (Example: Suspension is effective 03-29-98 with a NTE date of 6-30-98. However the employee’s suspension will be imposed 3-29-98 through 4-4-98; 4-26-98 through 5-2-98; 5-24-98 through 5-30-98 and 6-21-98 through 6-30-98).

WORKAROUND: Notify the payroll technician of the suspension action. Ensure that all of the workdays or dates are in the remark S77. Send the SF50 with the remarks to the payroll technician and alert them that the action must be monitored and manually input for each imposed suspension workday or dates.

INFO: This issue is being reviewed by CPMS and DFAS-HQ to determine if any system change is necessary to ensure the proper procedure is being used.

18. Common Data Elements with Different Code Values{ XE "Common Data Elements with Different Code Values" }. Data elements, which are common to both DCPDS and DCPS, should have the same code values. Some data element code values received from DCPDS are converted to a different value before being stored by DCPS. This process causes discrepancies when reconciliation files are produced by DCPS to send back to DCPDS. Additionally, the mismatches with common data element code values cause confusion and miscommunication between the payroll and personnel representatives when discussing interface issues. An initiative to modify DCPS to mirror DCPDS codes is being evaluated under Modernization.

The data elements currently manipulated in one way or another either incoming or outgoing by DCPS, which require standardizing are as follows:

SSN
Retirement Code
FEHB Temporary Indicator
FEHB Plan
FEHB Option
Entitlement Indicator
TSP Eligibility Date
TSP Status Code
Part Time Career Act Status
Premium Pay Indicator
Pay Table Number
Retained Pay Table Number
Hours Scheduled
Non Pay Hours on Reverse Interface

PROCESSING GUIDANCE: Ensure all of the above data elements are input with the correct value for DCPDS.

DCPS SCR#: 5537

19. Physicians Comparability{ XE "Physicians Comparability" }. When NOA 5EN is sent to payroll to add or change Physicians Comparability Allowance (PCA), the action will not update if there is a NTE date in payroll. For example: personnel sends a 5EN with an effective date of 990804 to payroll, the action failed to update at payroll because a PCA NTE date of 990914 existed at payroll and must be removed.

WORKAROUND: If a PCA entitlement is not update in payroll due to date edits, the payroll technician must reset the NTE Date on the existing entitlement record to 1 day less

than the effective date of the new record. The new entitlement can then be established. Personnel will send NOAC 5ED to terminate the PCA entitlement when appropriate.

DCPS SCR #: X7988

20. Teacher Hired During Summer Recess{ XE "Teacher Hired During Summer Recess" }. Testing has identified a situation when a teacher is hired during the summer recess period and the new hire effective date is then changed to a date greater than or equal to the SY (school year) begin date. The system is not setting the Supplemental Employee Status Code to 'A'. Furthermore, once the PRO changes the Status Code to 'A', DCPS does not reset the Scheduled/Classroom Days Remaining based on the new effective date if date is greater than the SY begin date. This will cause the employee to be paid at an incorrect rate.

WORKAROUND: If this situation occurs, PRO must access the new hire supplemental and change the Status Code to 'A' and the Grade to one for a principal (K* or L*). Once that change is accepted, again access the same supplemental and change the teacher's grade back to the correct value. This will trigger DCPS to set the correct Scheduled and Classroom Days Remaining. No intervention is necessary by Personnel
SCR #: X7449 will be sent to the next CPOG for ranking.

Official Workaround Document 00-0006
DCPS SCR X7449

21. The DCPS reconciliation{ XE "DCPS reconciliation" } process is erroneously reverting to superseded 'T' (Temporary) Supplemental records. This occurs when there are numerous 'T' sups and the most recent one is no longer in effect. As a result, personnel will flag this as a problem and submit to payroll for their action.

WORKAROUND: Payroll - When reviewing the Reconciliation sent by personnel, if DCPS did send data from a superseded 'T' sup, ensure that the information from personnel matches the most recent record in effect in DCPS.

SCR X8002 has been written to correct this problem.

Official Workaround Document 01-0004
DCPS SCR X8002

22. Chaplains Pay Basis. Chaplains interface actions are erroneously rejecting back to personnel because of their FB pay basis. Pay basis FB is valid for chaplains in personnel, but not recognized in DCPS because of the unique factors which have to be taken into account to determine their pay entitlement. Air Force personnel has asked that the interface for Chaplains stop being returned to them because of the FB pay basis which is valid to personnel. Rather, the interface actions for Chaplains should be displayed on the payroll office Personnel Interface Invalid Report (P6606R01) for payroll review and manual intervention.

WORKAROUND: Personnel – ignore payroll rejects for these Chaplains interface actions. Payroll – Monitor the Returns to Personnel Report (P6606R03) for rejects on Chaplains (Pay Basis = FB) and take appropriate action if necessary. Manual payments to these employees will continue.

Official Workaround Document: 01-0009
DCPS SCR X8466

23. New hire transactions rejecting because of FEHB plan ‘ZZ’ and FEHB status ‘Y’. The personnel office is flowing new hire transactions for employees that were previously separated from the database. These transactions have a FEHB plan of “ZZ” and the FEHB status of “Y”. When this happens, DCPS is attempting to access the active “WG” deduction record. Some of these employees no longer have an active (date-end = 999999) “WG” deduction record. Thus, the transaction is rejecting back to personnel on the P6606R03 (Notification of Returns to Personnel) with error msg 25 FEHB ID.

WORKAROUND: When the transaction is rejected, a hardcopy SF-50 must be faxed to payroll office for manual input.

Official Workaround: 02-0001
DCPS SCR X8617

24. Air Traffic Controller. Deputy Secretary of Defense’s April 28 memo authorized 5% premium Pay for certain Air Traffic Controllers (ATC) within DoD. This premium is not considered earnings for Retirement/TSP/FEGLI purposes. Additionally, employees receiving this premium pay are exempt for the bi-weekly GS15/10 salary limitation. Until such time as DCPS is modified to create a new entitlement type for this premium, these employees will be treated as Administratively Uncontrollable Premium (Employee Type Code U). The following workaround is necessary to ensure accurate employee payments:

WORKAROUND: Personnel – update premium pay indicator for applicable employees to 1 value (5% of applicable salary) which will output an actions to DCPS with NOA of JQU.

Payroll – Monitor the MER Add/Change/Delete Report and identify any employee who received a 5% YU entitlement on or after 28 April 2001. If the employees occupational series is 2152 (Air Traffic Controller), manually update the special employee indicator to L1 on that record and any existing subsequent records with occupational series = 2152. This will raise the employees biweekly salary limitation to Executive Level 1. If an interface transaction for one of these employees rejects to the Invalid Report (P6606R01), ensure the occupational series is 2152 and the effective date of the action is on or after 28 April, before establishing the entitlement and updating the Special Employee Indicator. SCR X8095 (5% Premium Pay for DoD Air Traffic Controllers) contains the requirements to develop a permanent systemic solution to automate the payments for this new premium.

Official Workaround Document: 01-0005
DCPS SCR #: X8095

25. Student Firefighters (series 0099) are entitled to the same pay provisions as series 0081 Firefighters when their hours scheduled changes from 40 to 72 hours per week. The processes that were developed to manage the new Firefighter pay calculations, do not recognize the employees as

Firefighters because of the Occupational Series assigned. Extraordinary processing is necessary to ensure Student Firefighters are properly paid.

Workaround:

Personnel: Fax each SF-50 created on these employees to payroll.

Payroll: Manually enter the appropriate information including changing the occupational series from 0099 to 0081 upon receipt of each SF-50 to ensure the Student Firefighter is paid correctly, applying the new firefighter pay calculation processes.

DFAS TSOPE and CPMS must identify a permanent solution for this condition.

Official Workaround: 02-0006

26. PCA for Dentists is not being allowed under current DCPS edits. The PCA authorizations for Dentist are rejecting back to personnel with error message 1005 – EMPLOYEE IS INELIGIBLE. Personnel cannot correct or resend the action to correct the problem.

Workaround:

Personnel: Notify the payroll office of the erroneous reject and FAX the authorizing document for manual entry.

Payroll: Change the EMPLOYEE TYPE CODE to “D” through Employee Update. Once changed, enter the Physician’s Comparability Allowance.

Official Workaround: 02-0012

DCPS SCR #: X9108

27. PCA for Dentist Additional: Title 5 Physicians and Dentists are allowed Physician’s Comparability Allowance (PCA). Current DCPS edits allow only Doctors to receive these payments. When Personnel sends a transaction such as a pay adjustment for a Dentist entitled to Physician's Comparability Allowance, DCPS changes the Employee Type code to "R". Because the Employee Type code is other than "D", the PCA entitlement is autodeleted and a reverse interface file is sent to personnel alerting them to the change in the employee's PCA entitlement.

WORKAROUND:

PERSONNEL: Notify the payroll office of the erroneous reverse interface file. You will also need to restart the PCA entitlement effective one day after the erroneous termination.

PAYROLL: Change the EMPLOYEE TYPE CODE to "D" through Employee Update. Once the Employee Type Code is changed, enter the Physician's Comparability Allowance.

Official Workaround: 03-0005

DCPS SCR #: X9108

28. Navy UIC Prefix: Navy records serviced by another agency are written to DCPS using Navy Business rules. The payroll system has code in place to prefix the standard 5 character Navy UIC with a zero to meet the six character UIC size requirement in DCPS. The insertion is done based on "servicing" agency rather than "owning" agency so cross serviced records are not updated with the DCPS required zero prefix. All actions transmitted with the VALID 5 character UIC reject at DCPS because of the UIC.

WORKAROUND: Payroll Regeneration capability must be used to regenerate each transaction processed on Navy records serviced by other than Navy. The regenerated transaction will be modified to reflect a six character UIC, prefixing the real five character value with zero.

Official Workaround: 02-0003

29. AFRH AD Per Hour: There is an edit in DCPS batch processing that sets other USSAH (AFRH) 'AD' employees to Employee Type Code 'B', without looking at Pay Basis. Then it continues to edit the Grade and Step (based on the 'B' Emp Type Cd) which must be 00 or 11-15 and 00-10 respectively. This causes transaction for AD employees with Pay Basis PH to reject at DCPS.

WORKAROUND:

PERSONNEL: Notify (and fax SF-50) the payroll for any transactions on these employees. Payroll office Remedy system should be used to provide notification.

PAYROLL: This edit is not hitting for online entry since it looks at Pay Basis, therefore the PRO is able to enter the transactions online. Manual entry should be accomplished from the SF-50.

Official Workaround: 02-0017

30. Citizenship 8 PAY500 Rejects: PAY500 formats for employees with Citizenship code 8 reflect Retention Allowance as zeros in positions 432-436. The transactions are rejected by DCPS indicating that the employee is not eligible for Retention Allowance.

WORKAROUND: Immediately following consummation of the action, retrieve the PAY500 through the Payroll Regeneration responsibility. Change the Retention Allowance amount from zeros to spaces and save.

Official Workaround: 03-0007
DCPS SCR#: X9750

B. RESOLVED Problems / Deficiencies Since Last Issuance

1. Pay Table ID for PRD 5: DCPS batch processing erroneously spaces out the Pay Table Number on transactions when the Pay Rate Determinant (PRD) is '5'. If the Pay Table the employee is on has a 10/01 value the employee's Maximum Overtime Rate is stored incorrectly using the general table values instead of the appropriate pay table.

WORKAROUND:

PERSONNEL – Notify the payroll that the transaction was sent and fax the SF50 for manual entry of Pay Table Number.

PAYROLL – Update the supplemental through Employee Update with the Pay Table Number provided.

**Official Workaround: 03-0001
SCR X9411 – Fixed 29 Sep 2003,
DCPS Release 03-3**

Section III: SPECIAL INTERFACE ITEMS AND INFORMATION

A. DCPS Invalid Rejects to Personnel

1. ERRONEOUS REJECTS: Following are payroll rejects returned to personnel erroneously. If you are receiving other reject reports that you believe may be invalid, please provide a copy of (1) the reject report, (2) the PAY500 screen reflecting the action being rejected, (3) a copy of the SF-50 associated with the action if appropriate, and (4) a Master CA record print to your agency representative.

Invalid Payroll Reject Selection Criteria{ XE "Invalid Payroll Reject Selection Criteria" }: If a data element passes the DCPDS edits, DCPS has separate edits that erroneously reject the action back to personnel. DCPS should be dropping these types of system edits to the payroll invalid report for research.

REQUIRED ACTION: Notify the payroll technician that the action you are sending is valid and should be processed manually. Example: If a pay plan is on the DCPDS tables, but not on the DCPS tables, have the action fall to the payroll invalid report for table verification rather than reject the action back to personnel.

DCPS SCR #: X5256

2. Lump Sum Severance Pay{ XE "Lump Sum Severance Pay" }: When a lump sum severance is sent to payroll with either spaces or zeroes in the weekly amount (positions 367-372), DCPS is erroneously rejecting the action to personnel with error message #9001 – “Sev Wkly”.

REQUIRED ACTION: The Human Resources Office will process the action as is currently done today. If the employee has elected one of the installment payment options, the SF 50 REMARKS will be annotated with the appropriate statement. No remark is necessary when payment is in one lump sum. Remark to be used with the biweekly installment option: "Entitled to (\$) separation incentive pay to be paid at the rate of (\$) per week over (number) of weeks beginning (date)." Remark to be used with the 2 payment installment option: "Entitled to (\$) separation incentive pay to be paid in two equal installments at the rate of (\$) on (date) and (date)." Inserted dates should be the beginning of the first pay period six months after the separation date and the beginning of the first pay period six months after the first payment. The HRO will call and fax a copy of the SF 50 to the payroll office to alert the technician. NOTE: ONLY SF 50s with installment payment option information in the REMARKS section will be faxed to the payroll office. Once received in the payroll office, the technician will examine the SF 50 to determine which method of payment has been elected and follow the PRO documented workaround procedures.

DCPS SCR: X6981

3. NOA 002, Correction{ XE "Correction / Cancellation:NOA 002, Correction" }: NOA 002 is erroneously being rejected by DCPS back to personnel when they are expecting the Basic Pay field to be included on certain correction actions. This seems to be happening on actions where a

data element that is being corrected would normally include a change in the salary. (i.e. Pay Basis, Pay Table ID).

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. Provide a copy of the SF50 if needed.

DCPS SCR #: X6680

4. NOA 703 and CAO{ XE "NOA 703 and CAO" }. DCPS does not accept a NOA 703 on a CAO action when there is a change in payroll office. DCPS doesn't consider a temporary action to be a "new hire" to the payroll system. The 703 action rejects back to personnel with error message "9002-Employee SSN Not Found". Another payroll reject will be received from the losing payroll office with error message "9004 – Invalid attempt to add change delete or view" because the losing payroll cannot handle a NOAC 703 loss action.

REQUIRED ACTION: Notify both the gaining and losing payroll technician to manually input the loss and gain action. Both gaining and losing payroll will need a copy of the appropriate SF50.

No SCR at this time.

5. NOA 872{ XE "NOA 872" }. Time Off Award, is being rejected by DCPS for intermittent employees. Even though the awards are authorized by OPM regulation, DCPS programming was not put in place to accept the award.

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. They will need a copy of the SF50. Procedures have been documented in the DCPS manual.

DCPS SCR #: X6220

6. TAPER{ XE "TAPER" }. TAPER actions NOACs 112/512 are erroneously being rejected by DCPS because DCPS is looking for a NTE date. DCPS is rejecting the action back to personnel with a NTE date of three years after the effective date of the TAPER appointment. A NTE date is not needed or flowed to payroll.

REQUIRED ACTION: Notify the payroll technician of the action, and have them manually input the action. They will need a copy of the SF50.

DCPS SCR #: X6231

7. Employee Serviced By A Different Agency. DCPS will not accept a transaction from a different servicing agency than the employee is in unless it is specific NOACs. One of the reasons this edit was added to DCPS is to prevent employees from separating if a late separation comes in and the employee was already rehired on the same database. DCPS has a system deficiency however, that is causing erroneous rejects when employees transfer from one DD agency to another DD agency with NOAC 5## or 7##. These rejects fall to the Personnel Interface Invalid Report (P6606R01) and to the Notifications of Returns to Personnel report (P6606R03) with error

message 3023 “EMPLOYEE SERVICED BY A DIFFERENT AGENCY, TRANSACTION NOT PROCESSED. Even though this issue has been identified as an erroneous reject and transactions fall to the Payroll Office reports to be worked and the procedures are covered in the SF-50 letter, an official workaround is being issued to further document this issue.

WORKAROUND: Personnel should notify the payroll office of the actions as they are being done for employees transferring from one DD agency to another DD agency with NOAC 5##/7## by faxing to the Payroll office the SF-50 citing the workaround number. Personnel should also identify the correct Servicing Agency since this is not on the SF-50 form. The payroll office should manually input transactions that erroneously reject for employees that transfer from one DD agency to another DD agency with NOAC 5##/7##. It is imperative to enter ALL changes including the Servicing Agency as shown on the Personnel Interface Invalid Report (P6606R01).

Official Workaround: 04-0001
DCPS SCR: X9300

B. DCPDS Processing Guidance For Special Situations

1. Correction to NTE Date{ XE "Correction / Cancellation:Correction to NTE Date" }: The NTE DATE field located in positions 397-0402 of the 500 character interface format is used to flow various not to exceed dates that would not be appropriate for use with any other not to exceed date, i.e. unique to a specific NOAC and not appropriate for dual action processing. The following table reflects the logic for determining the value of the field. If correction is required to one of the values contained in the table that will remove the date, the system will write "*" to the NTE DATE in the interface transaction. DCPS cannot determine which field is being spaced out and, therefore, spaces out all of the identified fields.

IF THE NOA INPUT IS:	FIELD WILL CONTAIN NTE DATE FOR:
430	LWOP NTE
450 (More than 30 days)	Date Suspension Over 30 Days
450 (Less than 30 days)	Date Suspension Under 30 Days
452	Date Suspension Over 30 Days
460	LWOP NTE
472	Furlough NTE
473	LWOP NTE
480	Sabbatical NTE
772	Furlough NTE (New value)
773	LWOP NTE (New Value)

PROCESSING GUIDANCE: If one or more of the NTE dates should contain values after the correction is processed user must notify the payroll technician and request the field be manually updated to restore the value.

2. Entitlements Edits in DCPDS{ XE "Entitlements Edits in DCPDS" }: DCPDS has only minimal editing to ensure that the amount or percentage input for each of the 16 possible entitlement types is reflected in the appropriate format to result in a valid payment amount. Input of an erroneous combination or value format can result in substantial over or under payment to the employee.

PROCESSING GUIDANCE: Ensure the entitlement amount/percentage is input in the correct format and that the correct entitlement code has been selected for the transaction. The following table will assist with the validation. Decimals reflected in format are assumed – do not include in input. They are shown to properly identify the meaning of values being authorized. *Reminder: Not all of the identified entitlement types are authorized for use by all agencies. Please be certain of your agency policy before input of these entitlement authorizations.*

Entitlement Code	Entitlement	Amount or Percentage Format
	Education Allowance – Education	

2	Travel	Annual Amount (i)
A	Fringe Benefits	
C	COLA (Non-Foreign for Alaska, Hawaii, Guam,	Percent (22.50) Input 0002250
D	Non-Foreign Post Differential	Percent (2.50) Input 0000250
I	Subsistence Expense Allowance (SEA)	Daily Amount (iii)
J	Temporary Quarters Subsistence Allowance (TQSE)	Daily Amount (iii)
K	Tropical Differential	Annual Amount (ii)
L	Benefit Allowance – GTMO	
M	Physicians Comparability Allowance	Annual Amount (i)
N	Remote Site-Offshore Allowance	Daily Amount (iii)
O	Recruitment Incentive	Percentage
S	Special Retention Allowance	
X	Foreign Language Proficiency Pay (FLPP)	Pay Period Amount (iv)
Y	Extra Curricular Activity/Stipend	Annual Amount (i)
Z	Extra Duty (Dorm Supervisory)	Annual Amount (i)

3. Thrift Savings Plan (TSP) Dates{ XE "Thrift Savings Plan (TSP) Dates" }: Date fields associated with TSP information have very specific criteria for determining appropriate values. While automated systems can provide editing to help ensure validity of data input, the users of the system are expected to be knowledgeable in their area of responsibility and able to determine the appropriate values needed. DCPDS does not provide “save me from myself” editing in a lot of areas including TSP date fields. As a result, erroneous dates input with TSP are, in most cases, rejected from the payroll system.

PROCESSING GUIDANCE: It is imperative that the DCPDS user ensure the accuracy and validity of the input. Following is a description of each of the TSP data fields, the most frequently erroneous TSP date fields, and assistance in determining the appropriate values. TSP information can be found in DCPDS by navigating to People Enter and Maintain / Assignment / Entries / TSP.

STATUS DATE: Reflects the date that current TSP Status became effective. A newly appointed employee will have a value equal to the effective date of the appointment unless TSP is being transferred in from another agency. The status date will change when an ineligible employee becomes eligible, an employee elects to contribute, or terminates participation. This date does not change when participation percentages or amounts are changed.

SCD TSP: TSP service computation date is used for vesting purposes and is required only for employees covered by the FERS retirement system. All Federal Civilian service time is included in this SCD, but the date may not reflect a value earlier than 01 April 1984.

AGENCY CONTRIB ELIG DATE: This date is critical to controlling the automatic 1% government contribution for FERS employees.

EMP CONTRIB ELIG DATE: Reflects the date the employee becomes eligible for contribution to the Thrift Savings Plan.

The following decision logic table will assist in determining the appropriate date for these fields.

TSP Eligibility Date Determination

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Appointment with no transferable TSP participation or previous eligibility	FERS	I	The second open season after the effective date of appointment.	The date of appointment.
Reemployment with previous eligibility	FERS	E	The date of appointment	The date of appointment.
Appointment with transferable TSP participation (includes transfer from another agency)	FERS	E or Y or T or W or S	Date employee became eligible to participate at the previous agency. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	The date of appointment or date eligible for reenrollment following termination.
Any	FICA	I or space	Employee is not eligible – no date should be input	Employee is not eligible – no date should be input
TSP Election (before eligibility for agency 1% for FERS)	FERS	W	Eligibility date remains unchanged as a FUTURE date that the employee becomes eligible for agency contribution.	The date of appointment.
If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
TSP Election (after eligibility for agency 1% for FERS)	FERS Or CSRS Or NAF Eligible	Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date must be current or past date.

TSP Status Change from Ineligible to Eligible (without matched employee contribution for FERS) on the date the employee becomes eligible for agency contribution	FERS Or CSRS Or NAF Eligible	Changed From I to E	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date remains unchanged.
TSP Status Change from Ineligible to Eligible (with unmatched employee contribution for FERS) on the date employee becomes eligible for agency contribution	FERS	Changed From W to Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date remains unchanged.
Participation is Terminated outside of Open Season	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Employee will not be eligible for participation until the second open season following the termination action. Eligibility date will be the first pay period effective date in June or December of the year in which again eligible.
If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Participation is Terminated during Open Season	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. Date will be the first pay period in June or December of the year in which employee became eligible.	Employee may elect to participate again in the first open season beginning after the effective date of the termination.
Participation is Terminated outside of Open Season when employee is not eligible for agency contributions	FERS	Changed from W to S	Eligibility date will remain unchanged with this action and must be a FUTURE date. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Employee will not be eligible for participation until the second open season following the termination action. Eligibility date will be the first pay period effective date in June or December of the year in which again eligible.

TSP Participation is Suspended for a six month period when financial hardship in-service withdrawal is taken by the employee	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Non-contribution period begins on the 46 th day after the date of the hardship withdrawal and ends 180 days later. The eligibility date will NOT be the next open season effective date as is required for all other eligibility conditions.
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4. Post Allowance{ XE "Foreign Allowances:Post Allowance" } in modern DCPDS is identified with Element name Post Differential Amount. The only data elements to be input are: Last Action Code, Location and No. of Family Members (at least 01). Do not input anything into Amount. DFAS will pay them their allowance based on location, family members and the Code F for type of allowance.

Remedy PR 665

5. Post Differential{ XE "Foreign Allowances:Post Differential" } in modern DCPDS is identified with Element name Post Differential Percent. The only data elements to be input are Last Action Code and Location. Do not input anything into the percentage data field. DFAS will pay the employee based on the location passed and the Code G for type of differential.

Remedy PR 665

6. Awards{ XE "Awards" }. Modifications have been made to DCPS for processing multiple cash awards. A new Award Record will be stored for each cash award received. DCPS will now allow multiple awards to be processed through the PDS Interface and online with the same NOAC as long as the effective date is different. Also, multiple awards can be processed if the effective date is the same but the NOAC is different. If a correction is received by DCPS, the existing award record will be modified. If an award is cancelled, the award record in DCPS will remain but the amount field will be changed to zero. Duplicate awards with the same NOAC and the same effective date will not be valid in DCPS. These will be written to the Personnel Invalid Transactions Report with the new error message '1012 – TRANSACTION NOT PROCESSED, ORIG AWARD NOT FOUND OR DUP AWARD'. If duplicate awards are processed in DCPDS, one of the entries should be cancelled in DCPDS. RESOLUTION OF THE DUPLICATE AWARD MUST BE CAREFULLY COORDINATED WITH DFAS AS THE CANCELLATION WILL CREATE A PAY500 THAT MUST NOT PROCESS IN DCPS.

7. SSN Correction/Change processing requires special attention and coordination with the servicing payroll center. Conditions may exist on the payroll database that will prohibit successful processing of NOA 499 payroll interface transaction. If the employee was previously serviced on the payroll database with the new SSN value, the transaction will error to the Personnel Interface report, PRO report P6606R01. Additionally, problems have been experienced when the user notifies the payroll office of a SSN change and the payroll office makes the change manually before the interface transaction is received. This condition causes the interface transaction to reject back to personnel stating that the employee record could not be found. It is recommended that a payroll office Remedy be submitted when the SSN change is input to DCPDS to alert the payroll

technician of the pending SSN change. The notification should request that the technician not manually enter the new SSN, but watch for the NOA 499 transaction and ensure it is properly updated to the DCPS record. If a record exists with the same SSN, the payroll technician will then be aware that additional effort is required.

The use of PSEUDO SSN for a second appointment within or outside of the agency continues to be required by DCPS. Ideally, the pseudo SSN (second) appointment would always end first without impact to the primary appointment. Frequently the appointments end opposite the ideal. Any attempt to remove a PSEUDO SSN from the DCPDS record will have very adverse results in the payroll system. DCPDS does not reflect the pseudo value in the primary "National Identifier" field, so documents and reports produced by the system reflect the REAL SSN. Continuing the use of the pseudo SSN has caused no adverse impact and will avoid loss of pay history and possible duplication of records in the DCPS system.

8. Temporary Assignment NOAC – Change in Payroll Database{ XE "Temporary Assignment NOAC - New Hire/Separation" }. Completion of DCPS database realignment by agency has significantly decreased the occurrence of changes in payroll office ID with temporary assignment NOAs. There may be, however, those instances when a record moves between a conus and overseas location resulting in a change in the payroll database. Transactions received by DCPS to hire/separate employees using NOACs 703, 921,741, 930 are rejected back to personnel with the error message "9002 - EMPLOYEE ID NOT FOUND". Transactions to separate the employee are being rejected back to personnel with the error message "9004 - INVALID ATTEMPT TO ADD, CHANGE, DELETE,OR VIEW" identifying NOAC and G/P-PRO as the error fields. Therefore, both payroll offices will need to acquire a copy of the SF50 for this situation and the following work around is necessary to process the action.

PROCESSING GUIDANCE:

PERSONNEL: When processing NOACs 703, 921,741, 930, etc. i.e. temporary assignment types, provide both payroll offices with copies of the SF50.

THE GAINING PAYROLL OFFICE: New Hire the employee using a NOAC of 721 (Reassignment) with all the information from the temporary action, excluding the not-to-exceed date. This will store a permanent supplemental. Then, input the temporary assignment with the appropriate NOAC via Employee Update. Retirement service history needs to be adjusted as appropriate.

These employees will need to be monitored closely when they reach the not-to-exceed date of their temporary assignment. Since they were hired under a temporary assignment, there is no authority to pay the employee after the not-to-exceed date unless a transaction is received from personnel. This work around will prevent the payroll office from having to rebuild the employee's record if the personnel office is late sending the extension or change to lower grade to move the employee back to the previous payroll office or make the employee permanent in the existing payroll office.

THE LOSING PAYROLL OFFICE: Using the Separation Program, separate the employee with a NOAC of 721 (reassignment). Using the SF50 received from personnel. Retirement service history needs to be adjusted as appropriate.

9. Authorizing VSIP/VERA Payment Options. The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) issued implementing guidance by a memorandum dated 4 January 2002, in support of optional VSIP/VERA payment plans. The payroll interface processes are unable to support electronic submission of the payment options. Payroll offices are tasked with entering payment options as soon as possible following receipt of the separation action and NOA 825 through interface. The following steps are required to ensure that the payment options are recorded in DCPS before the lump sum payment is produced.

PROCESSING GUIDANCE:

PERSONNEL: UPON RECEIPT of the employee VSIP/VERA payment option election form, annotate the effective date of the retirement/separation action with which the payment will be authorized and fax the form to the payroll office. This will allow payroll to set the payment option before the interface transaction sets up the lump sum payment.

PAYROLL OFFICE: Modify the VSIP/VERA award payment entry as instructed in the extensive payroll workaround provided by TSOPE.

10. Procedures for Correcting Payroll Office ID: During the mass DCPS to DCPS record transfers that were done in 2002, it was found that many records were being moved by components in conflict with the servicing realignment. In order to better manage the alignment of records, DFAS determined that PON actions would have to be set to no longer process directly to the system. CPMS concurred with the resolution as records on both systems were being erroneously modified.

It has been determined that there are basically two situations that a user **MUST** correct a payroll office ID. The first is addressed in our New Payroll Sequence Validation Procedures at Section V.C. The second condition is that a record is updated to reflect the wrong payroll office, however the sequence for the SOID/POID/Servicing Agency is a valid combination. Records in that condition will not be identified by the new payroll sequence reports and are generally identified when the timekeeper or CSR cannot access the record. Neither of these cases should result in cancellation of an action in DCPDS. The action that gained the employee to the wrong payroll office was a valid, legal, appropriate action and may not be cancelled to fix the payroll office ID error. In both cases the processing resolution is the same.

First step is to correct the payroll office id in the employee's position, date tracking to the appropriate effective date. The update will create two PON transactions to payroll. **BOTH** will reject. To provide the **NEW** payroll office with the necessary transactions, use the Payroll Regeneration process to resend each PAY500 for the record (except the PON) changing the payroll office ID to the **NEW** value. These actions must be regenerated in exactly the same order they were originally processed. The loss transaction on the **OLD** (wrong) payroll office database must be manually terminated by the payroll technician. A Payroll Office Remedy must be opened requesting the invalid account be deactivated. If the employee has been paid on the **OLD** database, additional coordination will be required between losing and gaining payroll offices. Be sure the Remedy submission identifies the gaining payroll office database along with other necessary information.

11. Part Time Indicator. The definition of Part Time Indicator values was not descriptive enough to ensure the users would select the correct value in DCPDS. As a result, transactions were rejecting from the payroll system when an erroneous combination of Part Time Indicator and Hours Scheduled hit the compatibility edits on DCPS. A CRT was written to modify the clear text. The following changes were made via CRT 03-9745-DoD which was fielded in patch 51.1 Nov 7 2003.

CODE	MEANING
1	Exempt from PL95-437 Sched Hours Limitation
2	Subject to PL95-437 Sched Hours Limitation

DCPS EDITS

- If the employee's PCA status code = Y (Part Time Subject to PL 95-437) the scheduled hours must be between 16-32 hours weekly (32 to 64 hours bi-weekly)
- If the supplemental has less than 16 or greater than 32 hours weekly the PCA status code must be "N" (part time indicator not subject to PL 95-437). The "N" can be for any number of hours.

The problem is with PCA code equal to "Y" when hours fall outside of the 16-32 hours weekly. Payroll will store on the supplemental whatever personnel sends, even if it is a 2 which converts to "Y" for an employee that has 70 bi-weekly hours. This situation will cause an invalid condition for T&A and the timekeeper would not be able to access the record. T&A processes recognize the combination of PCA "Y" and hours other than 16-32 as invalid, however it is not edited through the interface.

HOW TO CORRECT PART TIME INDICATOR

Date track to the appropriate effective date, navigate to People/Enter and Maintain/Assignment/Others/Extra Information/US Gov Assignment Non 52. Update the part time indicator to the new value based on the criteria above. A PAY500 will be produced with NOA J4D.

12. Proper Procedures for Coding Records with Pay Plan ED. Requests for manual payroll workarounds for records with Pay Plan equal to "ED" and Pay Basis equal to PH (Per Hour) are being submitted to CPMS. These actions are rejecting at payroll because payroll does NOT recognize Pay Plan "ED" with full time schedule and hourly rate. The actions fail at DCPS because DCPS edits expect that an hourly employee be on an intermittent work schedule rather than full or part time with pre-scheduled hours. These records should be coded with a "PD" pay basis and salary to correspond and once this is done, DCPS will process action without manual intervention.

C. Processing Reminders and Items of Interest

1. This section is added to provide an avenue for processing instruction reminders and other items of interest that will not be repeated in each issuance of the PAL. We hope you find this addition useful and welcome your suggestions/requests for inclusion of topics of interest in future issuances. Please submit your requests through your agency/payroll office Personnel / Payroll Interface Workgroup POC.

a. Incorrect Hours flowing on Pay500 for Firefighters. Mass Realignment were causing problems at payroll on firefighter records. When a mass realignment was executed it was erroneously defaulting 40 hours on to the pay500 (record position 481-482). The problem on has been fixed. Please remember that it is still necessary to follow the following procedures when processing individual 5XX and 7XX actions.

When individual updates to firefighter and part time employees are accomplished the work schedule is defaulting back to 40 hours per week which is causing problems at payroll. This is how the system is designed to work and is not a break in the system. The following steps must be taken by the user to ensure the system does not default back to 40 hours prior to updating HR. This applies to firefighter or part time records.

In the RPA navigate to EXTRA INFORMATION/PAY INFORMATION for 5/7/9 NOAs/ Weekly Hours and enter the appropriate number of hours (i.e., 72) then save. Update to HR and check the pay500.

Section IV: HARD COPY DOCUMENTATION REQUIRED BY PAYROLL OFFICES
A. Standard Form 50{ XE "Standard Form 50" }

STANDARD FORMS 50 REQUIRED BY THE
DEFENSE CIVILIAN PAY SYSTEM PAYROLL OFFICES
Updated March 2004

A. SF-50

The following list represents hardcopy Standard Forms 50 (SF50) required by the Defense Civilian Pay System (DCPS) payroll offices.

1. SF50 reflecting a change in Payroll Office Number. (Mass transfers must be approved at DFAS-HQ/F in accordance with the DODFMR Volume 8, paragraph 060302).
2. Cancellation (001) SF50 actions.
3. Correction (002) SF50 actions, if the correction affects other than the most recent action, i.e., an 002 correction with remarks identifying the date effective and information truly being corrected.
4. Change in Retirement Plan (NOAC 803).
5. SF50 that was erroneously rejected by DCPS but is correct in Defense Civilian Personnel Data System (DCPDS).
6. SF50 that the DCPDS is either not providing a transaction or is providing an erroneous automated interface transaction to DCPS.
7. Award SF50s for inactive employees when the record no longer exists in the personnel system.
8. SF50 with typed or corrected payroll related information. A typed SF50 will not be accepted for actions normally processed via the interface. When this situation occurs, the human resources office should document the situation and forward that documentation to the DCPDS Service representative for review to identify recommended changes to the interface or work procedures.
9. SF50 required by the civilian payroll office to complete an Equal Employment Opportunity settlement, a back pay settlement, a debt for waiver purposes, or any other audit requiring SF50 documentation.
10. A SF50 documenting the following:
 - a. LWOP due to active military duty/training.
 - b. Changes to the Department of Defense Elementary and Secondary Schools (DDes) teacher's pay information.
 - c. Suspension identifying non-consecutive dates.

- d. A change in Service Computation Date (NOAC 882) with remarks that identify an effective date other than the date in block 4 of the SF 50.
- e. An employee who separates before the expiration of a service agreement.
- f. An SF50 with remarks regarding BRAC leave.

B. Other Documents

- a. SF-1190 Advance Payments
- b. SF-1190 Foreign Transfer Allowance
- c. SF-1190 TQSA
- d. Authorization Letter for Student Loan Repayment
- e. Voluntary Separation Incentive Payment (VSIP) Agreement

Section V: ADDITIONAL INFORMATION

A. Standard Operating Procedure for Manual Workaround Request/Approval

Standard Operating Procedure Personnel / Payroll Interface Manual Workaround

Introduction

Instructions provided in this SOP are to be followed when personnel transaction or record data cannot be provided to the payroll system through electronic interface. This could occur when there are system process failures or new processes that are not yet available in either the personnel or payroll system. The need for authorization for a manual workaround may also be required on an individual transaction basis because of unique record conditions or problems. No manual workarounds for payroll interface are to be initiated without approval by CPMS.

This SOP is developed to ensure (1) manual intervention on the part of either the payroll or personnel office is required and appropriate; (2) all users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling; (3) consistency in processes between the personnel and payroll systems throughout Department of Defense; (4) communication of problems and issues through appropriate channels with results being coordinated and documented.

Procedures

Process failures / individual transaction issues DCPDS initiated

► User will:

- Verify that the problem was not result of user error - If yes, reprocess correctly. If no, go to next step.
- Verify that the problem was not result of invalid record conditions. If yes, correct erroneous record conditions and reprocess. If no, go to the next step.
- Document the problem with screen pictures and thorough description of processing steps and record conditions.
- Report the problem in Navy remedy and provide documentation through agency channels and request a workaround be provided.

► Designated agency representatives will:

- Validate the problem.
- Report it to Lockheed Martin Remedy.

- Provide description of the problem to CPMS POC via e-mail with request for a workaround. Include the Lockheed Martin remedy number in the e-mail message.

▶ CPMS POC will

- Review the problem.
- Develop an appropriate workaround.
- If the workaround is due to a system process failure, prepare official workaround form and post it in the control log.
- Provide the workaround to DFAS for concurrence.
- Issue the official workaround document via e-mail to the Personnel / Payroll Interface Workgroup representatives for distribution within their agencies, following approval by DFAS.
- Issue 'rescind notice' for the workaround, once final problem is corrected and fielded.
- For individual transaction issues:
 - ✓ Will not issue an official workaround.
 - ✓ Coordination with DFAS will be accomplished through e-mail or by phone.
 - ✓ Agency will be notified of the authorized workaround by e-mail to the agency POC reporting the problem.

Process failures / individual transaction issues DCPS initiated

- ▶ Payroll center staff reports the difficulty to TSOPE via DAR.
- ▶ TSOPE staff validates the problem and identifies the appropriate workaround.
- ▶ TSOPE prepares the official workaround form and forwards it to CPMS POC
 - ▶ CPMS POC.
 - Assigns the control number and posts to the log.
 - Issues the official workaround via e-mail to the Personnel / Payroll Interface Workgroup representatives.
- ▶ TSOPE distributes the workaround document to the payroll centers.

New functionality not yet available:

► Workarounds may be initiated by either DFAS or CPMS:

- If DCPS is the source of the workaround, DFAS/TSOPE will provide information to CPMS/AMD.
- If DCPDS is the source of the workaround, CPMS/AMD will provide information to DFAS/TSOPE
- Workaround will be jointly developed and agreed to by CPMS POC and DFAS/TSOPE designee.
- CPMS POC will prepare official workaround document and post it to the log.
- Official Workaround document will be forwarded to DFAS/TSOPE for final coordination.
- Document will be issued via e-mail to the Personnel / Payroll interface Workgroup representatives for distribution within their agencies.
- When system changes are completed for the new processes, CPMS POC will issue rescind notice for the workaround.

B. Individual Workaround Requests. A new process for requesting individual record workarounds has been instituted. The form was distributed to broadest level where users would be requesting manual intervention by payroll. The template **MUST** be stored on the users PC as a template. The user will then go into WORD, select FILE / NEW and select this template. The form will then be completed electronically and must be e-mailed to the AGENCY Payroll Interface POC for review and approval. The Agency POC will then forward the form to CPMS for coordination with payroll and further approvals. The form will ultimately be returned to the user with the approvals recorded and payroll office instructions provided. **USE OF THIS FORM IS MANDATORY.** If your need is for a workaround that has resulted from something not yet identified or documented in DCPDS Remedy, you **MUST** submit the Remedy report before requesting the workaround. If you have a problem that is already documented in Remedy, please be sure to look in the Remedy Workaround field for appropriate action before sending a request to us. The payroll centers will no longer accept ANY manual workaround requests that have not been through the appropriate procedures and reflect a valid CPMS issued workaround number.

C. Procedures for Using DFAS Standard Cover Form. A standard Imaging FAX Cover Form was designed by the DFAS payroll offices and must be used by personnel when faxing documents to the payroll offices. The following instructions are provided for faxing to the payroll offices.

1. If you are faxing the SF-50 based on the letter of required SF-50s, no cover sheet is required.
2. If you are faxing the SF-50 based on a Remedy ticket, write the Remedy ticket number in the "Remarks" area of the SF-50.
3. If you are faxing the SF-50 based on a legitimate request from the payroll office, send a cover sheet with the statement "Per (name of requestor) request". If you feel the request is not legitimate, please question.
4. If you are faxing the SF-50 based on a documented workaround that is not on the list of required SF-50s, send a cover sheet with the statement "Due to a documented workaround" and add the workaround number. If the workaround is not documented, it must be coordinated with CPMS prior to faxing. If the action being faxed is a "New Hire" include FEHB and TSP information.
5. Do not fax SF-50s that do not meet the above situations because they will not be worked.

It is not necessary for personnel to fill out the Pay Block #. The form requires the CPMS-Issued Workaround Number in the remarks block. (Note: As of 1 October 2003, CPMS has been numbering workaround requests for individual record workarounds as well as continuing the official workaround numbering system. The numbers for special request workarounds are prefixed with "S" and will be provided when the workaround is approved along with faxing instructions if other than normal).

D. New Payroll Sequence Validation Procedures

Please have each record verified to determine whether the SOID and POID or SERVICING AGENCY values are correct. The following action is required based on your record validation:

IF the SOID / POID combination is valid send e-mail to:

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is valid for the following SOID / POID combination. Please establish the sequence in DCPS and process held packages.

SOID: 5XAF (<i>example only</i>)	POID: PE (<i>example only</i>)
7X16 (<i>example only</i>)	POID: CH (<i>example only</i>)
MJNV (<i>example only</i>)	POID: FF (<i>example only</i>)

(Be sure to reflect the appropriate combination of SOID and Servicing Agency for SOID value.)

IF the SOID / POID combination is invalid

1. Correct the record by going to the position, date track to the ASSIGNMENT START DATE (not the position establish date) and change the Payroll Office ID or servicing office ID to the correct value.
2. Using payroll regeneration capability, reflow the erroneously routed actions to the correct payroll office, being certain to change the payroll office ID or Servicing Office Id to the new value before saving the action.

2. Send e-mail to:

DCPDS.EXIT@dcps.cpms.osd.mil'
FPE-DCPS-PRODUCTION-SUPPORT@DFAS.MIL
Vickie.Chanza@Randolph.af.mil
Mitzy.Taylor@Randolph.af.mil
Norma.Mashburn@Randolph.af.mil

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is INVALID for the following SOID / POID combination. Record modification has been completed. Please DELETE the erroneous sequence from both DCPDS and all DCPS databases.

SOID: 5XAF (<i>example only</i>)	POID: PE (<i>example only</i>)
7X16 (<i>example only</i>)	POID: CH (<i>example only</i>)

(Be sure to reflect the appropriate combination of SOID and Servicing Agency for SOID value.)

E. Personnel Pay Application Data (PAD)

The financial and leave data that is populated to the Financial Data screens in DCPDS and subsequently the CSU are obtained from the PAD file. The PAD file is a separate file from the reverse interface file that updates Time & Attendance data in the personnel records. PAD data includes pay period and year to date information for pay and leave. Employee address is also included in the PAD file and is loaded to modern on a changes only basis.

The PAD processing is normally scheduled for the second week of the pay period. For example, financial information for pay period ending 24 January 2004 was not scheduled to load to the regions until 6 February 2004. If all of the files are received within the first week of the pay period by Friday afternoon, the process will run one week earlier than expected. CPMS will not provide PAD file processing notifications to the components if this should occur.

F. Payroll Regeneration Guidance. HR and payroll staff members alike have a responsibility and a desire to resolve problems that would interfere with employees receiving correct and timely pay changes. Users frequently think that the payroll regeneration capability will solve the problems only to find that it doesn't. Understanding the intent and appropriate use of the processes will dispel the myths and, hopefully, the frustrations associated with unsuccessful payroll interface results.

1. When is Regeneration of a payroll transaction needed?

If a rejected PAY500 transaction was not worked before dropping from the payroll pending queue, regeneration will allow the ORIGINAL action to be resent for processing at DCPS again. The condition that caused the original transaction to reject will cause the regenerated action to also reject. The appropriate corrective action can then be taken to resolve the transaction.

If a system problem exists in DCPDS that results in erroneous PAY500 format creation, regeneration will allow for transmission of a corrected format. Specific instructions will be provided in the form of Official Workaround documents or CPMS issued e-mail notification.

If a system problem exists in DCPS that requires a modification to the PAY500 format or data content that is normally reflected in the format. This condition would also be documented in the form of Official Workaround or CPMS issued e-mail notification.

2. Regeneration process is not to be used to create NEW PAY500 transactions for actions that are not being processed in DCPDS.
3. Regeneration process is not required to resolve missing packages. Requests to regenerate missing transactions should be researched to determine why the action is considered "missing". Interface package tracking processes provided at our EXITS level have all but eliminated missing packages. When a package is late arriving at DCPS, notifications are accomplished and retransmission done within a few hours.
4. Access to Payroll Regeneration process is limited to a few select users at each region to protect the region from fraudulent use of the capability. This protection also helps to minimize the inappropriate use of the function.
5. Regeneration is not the appropriate avenue for resolving Personnel/Payroll Reconciliation data matches. Please ensure documented RECON procedures are followed to allow for proper correction of payroll records.

G. Life of a Personnel Action. On Monday morning, Mr. Brown, supervisor of the Paper Airplane Construction Area, completed his selection package to fill his vacant “Chief, Airplane Detailing” position. He was pleased to promote one of his best employees, Samuel to this position and quickly completed the SF-52 with an effective date of the following Sunday. With all appropriate signatures in place, he handed it to his Human Resources Office (HRO). Susan, the HRO representative reviewed the SF-52 and forwarded it to the processing area Tuesday morning since all necessary information was there and proper approvals were in place. Gary in processing reviewed the form and on Wednesday input the action to DCPDS to effect the promotion the following Sunday and generated the SF-50. It all seemed perfect!! Another happy employee would receive a well-deserved promotion!

The promotion action began to travel through the maze of systems. It overcame the first hurdle in DCPDS, became part of the update and appeared on the “PAY500” indicating its journey had begun to DCPS. Since the action was effective the following pay period (Sunday), the action patiently waited for the effective date to continue on the journey.

On the effective date the action found itself whirling in the systems maze and on its way to DCPS for the next Monday. After arriving, the action found it was to encounter a delay since processing in DCPS for the pay period ending the prior Saturday was underway. No actions effective the new pay period could process until AFTER payroll processing was complete. Before the action could catch it’s breath, it was spinning through the DCPS edits. On the horizon the action could see all the possible destinations listed below:

ADD, CHANGE & DELETE REPORT – Shows that the action processed perfectly and was in effect in DCPS without delay. The action hoped to end up on this report because it would mean the action processed perfectly and was in effect in DCPS without delay (Unfortunately the action bypassed this destination).

The other Destinations listed below seemed much less permanent. They held the following labels:

RETURNS TO PERSONNEL	(P6606R03)
PERSONNEL INVALID REPORT	(P6606R01)
PERSONNAL MESSAGE RPEORT	(P660)
MISSING ORGANIZATION REPORT	(P6606R04)

The action observed that many actions passed some but not all edits. Some actions were headed to the PERSONNEL INVALID REPORT, but after some tending by the payroll technician, passed on to the ADD, CHANGE & DELETE REPORT to become happy and whole in DCPS. Some fell to the PERSONNEL MESSAGE REPORT where they were tended to by a payroll technician where minor changes may or may not be effected. Others tumbled to the MISSING ORGANIZATION REPORT as a detour because they carried an Activity or Organization Code DCPS was unaware of. The detour lasted only a few days because as soon as the Activity or Organization were added to the DCPS tables the actions were whisked away to their permanent home in DCPS. Last but not least, there were the unlucky actions that had failed major edits and were destined for the RETURNS TO PERSONNEL area. This meant the actions would be

returned to personnel for correction and resubmission. These actions would appear on a PAYNEW report in the HRO for correction. Once the actions are corrected by HRO they would be sent again to start the same journey in hopes of finding a permanent home in DCPS.

The moral of this story is MANY things can cause a personnel action to not process in DCPS even though the personnel (DCPDS) system appears to be correct. With a few exceptions the actions can be tracked to one of the destinations mentioned above. If the action has rejected and produced a "PAYNEW", payroll will wait two pay periods for the action to be corrected through the interface. It is critical that personnel research prior to reflowing actions to payroll. If the action has landed on any of the reports listed above, regenerating the same action with no correction will produce the same result.

A

AFRH AD Per Hour.....	20
Air Traffic Controller.....	19
Auto Roll Part 2.....	13
AWARDS:	
Award Actions.....	6
Awards{ XE "Awards" }.....	30

C

Post-D2D Transaction Cancellation.....	4
Chaplains Pay Basis.....	18
Citizenship 8 PAY500 Rejects.....	21
Common Data Elements with Different Code Values	16
CORRECTION:	
Appointment Action Effective Date Correction	4
Correction to NTE Date.....	26
Correcting Payroll Office ID.....	32
DoD Correction Process.....	6
NOA 002, Correction.....	23

D

Post-D2D Transaction Cancellation.....	4
Date Last Equivalent Increase/Reverse Interface.....	13
DoDEA Transactions & Supplemental Status.....	14

E

Entitlements Edits in DCPDS.....	26
ERRONEOUS REJECTS.....	23

F

FEHB plan ‘ZZ’ and FEHB status ‘Y’, New Hire.....	18
FOREIGN ALLOWANCES:	
DCPS Terminating Entitlements.....	15
Delete Foreign Entitlements.....	13
Foreign Transfer Allowance (FTA).....	4
LQA/TQSA Overlap.....	14
Post Allowance{ XE "Foreign Allowances:Post Allowance" } { XE "Foreign Allowances:Post Allowance" }.....	30
Post Allowance for Principals/12 Month Educators during Leap Year.....	15
Post Differential{ XE "Foreign Allowances:Post Differential" } { XE "Foreign Allowances:Post Differential" }.....	30

G

Leave Ceiling on Overseas Employees.....	14
Leave Usage for Pay Plan TP.....	13
Lump Sum Entitlements.....	14
Lump Sum Severance Pay.....	23

M

Master Employee Record.....	14
-----------------------------	----

N

Navy UIC Prefix.....	20
NOA 5EN/5EC/5ED on Permanent & Temporary Supplementals	15
NOA 703 and CAO.....	24
NOA 872.....	24

P

Personnel Pay Application Data (PAD)	
... 42	
Pay Changes on Educators in non-pay status	15
Pay Table ID for PRD 5.....	22
C. Procedures for Using DFAS Standard Cover Form	40
PCA for Dentists.....	20
PCA for Dentist Additional.....	20
Physicians Comparability.....	17
Pseudo Social Security Numbers.....	15

R

Reemployed Annuitants (Offset)).....	16
The DCPS reconciliation{ XE "DCPS reconciliation" } Extract.....	18
Life of a Personnel Action.....	44
Retention Allowance.....	9
Return to Duty with CAO.....	9{ XE "DCPS reconciliation" }

S

Separations with Temporary "T" Supplementals.....	17
{ XE "Severance Pay" }SL/ST Prior Salary Edit Error.....	10
SSN Correction/Change	
Standard Form 50.....	31
Student Firefighters	20
Suspensions Not Served Consecutively...17{ XE "Severance Pay" }	

T

TAPER.....	24
Dept of Defense	

Teacher Hired During Summer Recess....	17
Temporary Assignment NOAC – Change in Payroll Database.....	31
Thrift Savings Plan (TSP) Dates.....	27
Termination of Retained Grade	6
VSIP/VERA Payment Options.....	31

W

WGI for GM	7
Workaround SOP.....	38

Click here to return to

TABLE OF CONTENTS
